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DD/ST# 045-67

ORD 0157-69

7 January 1969


MEMORANDUM FOR : Records Management Officer, DDS&T  
SUBJECT : First Quarterly Report on Records Management  
REFERENCE : DDS&T 4299-68 dated 5 November 1968

1. The referenced memorandum requested a report quarterly concerning the program designed to reduce the space required to retain record material. Information on ORD activities during the past three months is outlined below.

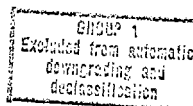
2. The reference documents and reports which were handled by ORD during the past quarter and which have been destroyed amounted to 36 cubic feet. Records which, in our opinion, should be retired amounted to 2 cubic feet. These retired records were forwarded to the Records Center during this period.

3. It is anticipated that we will continue to review the material handled by ORD during the coming quarter with the idea of reducing the quantity which is retained. In addition, the material currently stored by the Records Center for ORD will be reviewed in the hopes that some of this material also may be destroyed. New procedures for storage and record keeping are always being sought and will be used wherever applicable to ORD material.

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Executive Officer  
Office of Research and Development

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DD/ST# 068 69

3 January 1969

MEMORANDUM FOR: DDS&T Records Management Officer

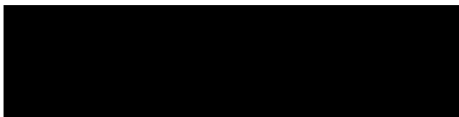
SUBJECT : Quarterly Report on Records Purge

REFERENCE : DDS&T-4299-68 dtd 5 Nov 68

1. The first quarterly report from OCS on the Agency Records Purge is as follows:

- a. 22 boxes destroyed (4 boxes from Oct to Dec)
- b. 4 boxes transferred to other components
- c. 1655 tapes sent to the Rcds Center

2. At this time no major revision of the OCS' Records Schedule is anticipated. I am in contact with each of the divisions concerning storage of records screening out that which is not of a permanent nature.

  
Records Management Officer - OCS

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